



MEETING

Illinois Valley Watershed Council is inviting you to a scheduled Zoom meeting. You may also attend in person at 331 E Cottage Park Drive Suite 1B- Cave Junction This meeting will be held in conjunction with the IVSWCD Annual Meeting

Topic: Illinois Valley Watershed Council Monthly Meeting

Time: Thursday, December 15, 2022 following IVSWCD meeting, approximately 6:30 pm

[Join Zoom Meeting https://zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbnFUdz09](https://zoom.us/j/95435099861?pwd=UXNsUEgyT200Ym9ZUVhEa1UvbnFUdz09)

Meeting ID: 954 3509 9861

Passcode: Conserve

One tap mobile

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Find your local number: <https://zoom.us/u/ab7y7ctjWv>

**Don't Forget Your White
Elephant Gift!**



Illinois Valley Watershed Council
331 E Cottage Park Suite 1B - P.O. Box 352
Cave Junction, OR 97523
Phone: 541-592-3731

Monthly Council Meeting Agenda
December 15, 2022 *IVWC Office/ZOOM*

- I. 6:30 PM: Call to Order (after short SWCD business meeting)
- II. 6:35 PM: Acceptance of Minutes
- III. 6:40 PM: Acceptance of Financial Reports
- IV. 6:45 PM: Old Business
 - a. Strategic planning update
- V. 6:50 PM: New Business
 - a. T.B.A.
- VI. 7:00 PM: Council Updates & Staff Reports
 - a. Kevin report
 - b. Arlyse report
- VII. 7:10 PM: Public Comments (Relating to this agenda or IVWC Operations)
- VIII. 7:15 PM: Adjournment

Meeting Minutes

Meeting Called to Order November 17, 2022, by Bill Reid, Chairman at 5:58 pm

ATTENDEES

ZOOM ATTENDEES

ABSENTEES

William Reid	Marcy Sowa	Joy McEwen
Don Young	Cheryl Nelson (SWCD Staff)	Gene Merrill
Bob Schmidt		Janice Denney
Rhett Nelsen		
Katrina Poydack		
James Gurley		
Patricia Downing		
Robert Webb		
Carol Crawford		
Kevin O'Brien (Staff)		
Arlyse DeLoyola (Staff)		
John Bellville (SWCD Staff)		

SCRIBE

Notes were taken by: Arlyse DeLoyola

The meeting was called to order at 5:58pm

- **Minutes:** The minutes of the October 27,2022 meeting were presented to the council for review.
 - **Carol Crawford made a motion to approve the minutes as presented.**
 - **Jim Gurley seconded that motion.**
 - **The motion carried without dissent.**

- **Financials:** The Financial Reports for October 2022 and July 1, 2022 – October31, 2022, were presented to the Council for review.
 - **Carol Crawford made a motion to accept the financial reports.**
 - **Rhett Nelsen seconded that motion.**
 - **The motion carried without dissent.**

OLD BUSINESS

- **Cardinal Services Rates Review**
 - Arlyse presented a side-by-side comparison of the three available options from Cardinal Services for our payroll handling. She explained the differences and cost of each, as well as the cost of Worker's Compensation Insurance as quoted by SAIF.
 - **Jim Gurley made a motion to change to the Administrative Service Option (ASO) as of January 1, 2023.**
 - **Rhett Nelsen seconded the motion.**
 - **Discussion was held.**
 - **The motion passed without dissent.**
- **Strategic Planning Update**
 - Kevin will proceed with a Ford family Foundation Grant Application as soon as he has a bio from our consultant.

- **Council Vacancy**

- Alex Ponder has expressed interest in coming back on the Council. He will attend the December meeting.

NEW BUSINESS

- **Council members term expiration:**

- **Patty Downing was introduced to present her** motion for a proposed Interim Watershed Council Leadership Team Plan: The Watershed Council would elect an INTERIM slate of officers as a Transition Team before January 1, 2023, which would include a Board President, Secretary and Treasurer, OR a Chairperson, Vice-Chair and Treasurer.
- That slate serves for 6 months during the Strategic Planning process and implementation.
- Before July 1, 2023, a longer-term slate is elected in line with any new By-Laws, policy or other changes, etc. that may be adopted during the Strategic Planning process.
- Interim or Long-Term Directors could be Associate District Directors or Watershed Council Directors. District Directors who will not be on the Watershed Council automatically after Jan. 1, 2023, would not be eligible to be Interim officers. District Directors who wish to apply to be on the Watershed Council after January 1 may apply but would not be considered until after the Strategic Planning process has completed.
- I would like to recommend Katrina, Myself, and Gene Merrill for that interim Transition Team. I believe Katrina would be excellent at chairing meetings. Gene is already our existing Treasurer. My role would be either secretary or Vice-Chair.
- This would give us some structure and “feet” during our transition to a separate organization, and still allow us enough flexibility to elect a new slate, create policy about out officers, clarify our Values, or whatever else may emerge from our Strategic Planning process.
- **Carol Crawford Seconded the motion**
- Discussion was held and the motion was amended to define a transition slate of officers to serve from January 1 to July 1, 2023.
- **The motion passed with seven aye votes and abstentions from Chairman Reid, Bob Schmidt and Bob Webb.**

- **Termed-Out District members**

- **Patty Downing made a motion to allow termed-out District Directors to serve as advisory (non-voting) members of the Watershed Council.**
- **Carol Crawford Seconded the motion**
- **The motion passed with 8 Aye votes and abstentions by Chairman Reid and Bob Webb.**
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- **Transition Officers**

- **A motion was made by Patty Downing to place Katrina Poydack, Gene Merrill and Patty Downing on the Transition Team as Officers**
- **The motion was seconded by Carol Crawford**
- **The motion passed with 7 aye votes, one nay vote and abstentions by Chairman Reid and Bob Webb.**

- **Proposed Insurance Changes**

- Kevin and Arlyse presented proposed changes to our insurance coverage as discussed in a review meeting with our broker.
- **Rhett Nelsen made a motion to accept all of the changes except Employee Dishonesty**

- Carol Crawford seconded the motion
- Discussion was held and the motion amended to strike the exception and include employee dishonesty in the policy.
- The amended motion passed without dissent.

CONTINUING

- **Staff and partnering agency reports were presented to the board:**
 - Kevin reviewed his report. The Fire Grant was a lot of work and there will be a strategy meeting soon, ahead of the visit from the review team.
 - He noted that he did not get the Crook Creek grant application completed in time and will be looking to other sources of funding.
 - Dasher Meadow final monitoring visit is completed and reports will be going in.
 - The Ford Foundation Grant will be submitted as soon as possible after the receipt of the resume from our contractor.
 - He will be spear-heading an effort between multiple Josephine County agencies to streamline the permitting processes with the County. He will also keep pushing for a Cannabis Recovery plan and a spot on that team. It is possible that board participation at commission meetings may be necessary.
 - Arlyse reviewed her report, adding that the situation with scanning is dire and we need to find an answer soon. She asked for help from the board to attend a meeting with another contractor offering tech support. Jim Gurley agreed and also said he might be able to fix the problem between meetings.
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NEXT MEETING

The next meeting is to be held on December 15, 2022 directly following the IVSWCD Annual meeting at the office and via ZOOM. Details will be in your packets.

ADJOURNMENT

Meeting Adjourned by Bill Reid, Council Chairman, at 7:37 PM.

APPROVED MINUTES: _____

DATE: _____

Illinois Valley Watershed Council

12/8/2022 11:24 AM

Register: Checking Account

From 11/01/2022 through 11/30/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/04/2022			Grants Received:Gover...	Deposit		X	23,232.00	119,743.86
11/07/2022	895	Wells Fargo	Accounts Payable		67.32	X		119,676.54
11/09/2022	898	Cardinal Business Se...	Accounts Payable		2,101.29	X		117,575.25
11/09/2022	899	Great American Insur...	Accounts Payable	051053893	829.00			116,746.25
11/09/2022	900	Kevin O'Brien	Accounts Payable		78.90			116,667.35
11/09/2022	901	Ricoh USA	Accounts Payable		5.00	X		116,662.35
11/09/2022	902	Staples Advantage	Accounts Payable	copy paper, pos...	62.53	X		116,599.82
11/17/2022	903	A+ Storage	Accounts Payable		70.00			116,529.82
11/17/2022	904	IV DATA CENTER	Accounts Payable	Rent Dec 2022	425.00	X		116,104.82
11/17/2022	905	IV DATA CENTER	Accounts Payable		21.25	X		116,083.57
11/21/2022			Contributions Received	Deposit		X	37.12	116,120.69
11/21/2022	897	Amazon Business	Accounts Payable		733.18	X		115,387.51
11/21/2022	906	US Cellular	Accounts Payable		84.10			115,303.41
11/21/2022	907	Kevin O'Brien	Accounts Payable		138.00	X		115,165.41
11/22/2022	909	Staples Advantage	Accounts Payable		27.28	X		115,138.13
11/22/2022	910	Pacific Source Healt...	Accounts Payable		267.58	X		114,870.55
11/28/2022	908	Cardinal Business Se...	Accounts Payable		1,247.56	X		113,622.99
11/28/2022	911	Wells Fargo	Accounts Payable	50% copier lease	76.37			113,546.62

Illinois Valley Watershed Council
Profit & Loss
November 2022

	<u>Nov 22</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	25.00
Contributions Received - Other	37.12
	<hr/>
Total Contributions Received	62.12
Grants Received	
Government Grants	23,232.00
	<hr/>
Total Grants Received	23,232.00
	<hr/>
Total Income	23,294.12
Gross Profit	23,294.12
Expense	
Insurance	
General Liability Insurance	829.00
	<hr/>
Total Insurance	829.00
Other	
Copier Lease	143.69
Internet Services	21.25
Payroll Fees	127.82
Rent Expense	495.00
Telephone	84.10
	<hr/>
Total Other	871.86
Project Expenses	
Materials & Supplies	5.00
Travel - Mileage	138.00
	<hr/>
Total Project Expenses	143.00
Salaries & Wages	
401K Automatic Contribution	51.23
Employer Matching Funds 401K	27.23
Medical Insurance	267.58
Salaries & Wages - Other	3,221.47
	<hr/>
Total Salaries & Wages	3,567.51
Supplies & Materials	822.99
	<hr/>
Total Expense	6,234.36
	<hr/>
Net Ordinary Income	17,059.76
Net Income	<u><u>17,059.76</u></u>

Illinois Valley Watershed Council
Profit & Loss
 July through November 2022

	Jul - Nov 22
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	125.00
Contributions Received - Other	91.51
Total Contributions Received	216.51
Grants Received	
Government Grants	38,982.00
Total Grants Received	38,982.00
Total Income	39,198.51
Gross Profit	39,198.51
Expense	
Contracted Services	
Accounting Fees	990.00
Contracted Services - Other	21,905.00
Total Contracted Services	22,895.00
Insurance	
General Liability Insurance	829.00
Total Insurance	829.00
Other	
Bank Fees	29.84
Copier Lease	357.11
Dues & Subscriptions	250.00
Internet Services	168.75
Payroll Fees	531.60
Rent Expense	2,850.00
Telephone	424.45
Total Other	4,611.75
Project Expenses	
Contract Labor	3,520.00
Materials & Supplies	5.00
Travel - Mileage	-524.46
Total Project Expenses	3,000.54
Salaries & Wages	
401K Automatic Contribution	51.23
Employer Matching Funds 401K	27.23
Medical Insurance	486.68
Salaries & Wages - Other	12,719.96
Total Salaries & Wages	13,285.10
Supplies & Materials	
Postage, Mailing Service	184.39
Supplies & Materials - Other	14,520.09
Total Supplies & Materials	14,704.48
Taxes	164.00
Training and Associated Travel	
Lodging	928.10
Mileage	595.26
Training and Associated Travel - Other	384.88
Total Training and Associated Travel	1,908.24
Total Expense	61,398.11

11:25 AM
12/08/22
Cash Basis

Illinois Valley Watershed Council
Profit & Loss
July through November 2022

	<u>Jul - Nov 22</u>
Net Ordinary Income	<u>-22,199.60</u>
Net Income	<u>-22,199.60</u>

Illinois Valley Watershed Council
Balance Sheet
As of November 30, 2022

	<u>Nov 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	113,546.62
IVWC PayPal	549.64
Total Checking/Savings	<u>114,096.26</u>
Total Current Assets	<u>114,096.26</u>
TOTAL ASSETS	<u>114,096.26</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	136,295.86
Net Income	-22,199.60
Total Equity	<u>114,096.26</u>
TOTAL LIABILITIES & EQUITY	<u>114,096.26</u>



December, 2022 Staff Report of the IVWC Watershed Coordinator

(12/08/2022)

The night I traveled home from my extended Thanksgiving holiday with family in Gig Harbor, WA I came down with a bad bug of some kind. Not Covid but not fun. Unfortunately, feeling miserable included missing time and not getting much done for our mission this period.

Crooks Creek Project: Everything with the existing project will be hibernating until next spring by our meeting.

Strategic Planning Project: I'm planning to start on the Ford grant yet this week. I received Rob Hambleton's bio to use for it.

Restoration Partnership with Josephine County: I'm still planning/staging for this objective that is planned to include other local WCs and SWCDs. This may include both the cannabis site restoration objective and riparian/stream permitting objective... I will need to get input from the others.

Forest Service Projects (Page Creek): No word yet on our Agreement modification, but I will be intersecting with Steve Burns soon and get an update.

Water Quality Monitoring Program: John and I continue to work with Bill Joerger to lay the program's foundation. We are learning and growing the program. More at the meeting if time allows.

Respectfully submitted,

Kevin O'Brien, Watershed Coordinator